

FIRE TECHNICIAN I/II

DEFINITION

To perform responsible technical assistance by coordinating, monitoring and reporting on fire departmental activities of a routine and recurring nature, to perform administrative and technical work of assigned fire program area; and to review routine administrative requests related to areas of assignment.

DISTINGUISHING CHARACTERISTICS

Fire Technician I - This is the entry level class in the Fire Technician series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Fire Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Fire Technician II - This is the journey level class in the Fire Technician series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED

Fire Technician I - Receives immediate supervision from an assigned supervisor.

Fire Technician II - Receives general supervision from an assigned supervisor.

SUPERVISION EXERCISED

May assign work to other clerical staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Coordinate fire permit process; receive and review fire applications for completeness and compliance with related laws, codes ordinances and legislation; process plan check submittals, applications and other related documents; answer code related questions and supply information regarding permit processing policies and procedures.

Receive comment letters and stamp plans as approved or disapproved; notify applicant and maintain database history.

ESSENTIAL DUTIES (continued)

Process, enter and audit billing information in the City's financial system for fire department new construction and annual fire safety permits.

Review, confirm, and research invoices, verify encumbrances, research discrepancies as they relate to fire department vendors.

Compile and maintain backup materials and documents necessary for the development and maintenance of the Fire Department's firefighter training program software application.

Process, monitor and maintain records for State of California EMT-Paramedic license renewals.

Act as liaison for developers with City Fire and Hazardous Materials review staff; coordinates action and workflow within the Fire Department and other City departments and outside agencies

Receive requests for inspection and schedule appropriately using specialized records management and permit software to create and maintain project files and check project status.

Establish and maintain filing and reporting systems related to program areas; prepare and type correspondence and reports.

Maintain manual and electronic records of findings and enforcement actions in an orderly and timely manner as it relates to weed abatement for the Fairview Fire Protection District.

Coordinate inspections and abatement procedures by contractor for weed abatement for the Fairview Fire Protection District.

Receive and coordinate Fire Department service requests for company appearances, fire station tours and company ride alongs.

Respond to requests for fire incident reports and direct to appropriate staff as necessary.

Recommend and participate in implementation and improvement of policies and procedures.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related work as required.

Fire Technician I

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and procedures of record keeping and reporting.

Modern office equipment and procedures including use of a variety of software applications.

Principles and practices of customer service and public relations related to area of assignment.

English usage, spelling, grammar and punctuation.

Ability to:

Learn, interpret, apply and explain policies and procedures related to area of assignment.

Intermittently review documents related to fire department operations; observe, identify and problem solve procedural issues.

Receive, research and resolve questions from the public, outside agencies and other City departments.

Learn to review construction drawings and plans related to occupancy classifications, construction types, and plan and specific plan specifications.

Learn to process fire inspections, new construction and annual life safety permits.

Learn to use specialized software related to area of assignment.

Understand and explain local ordinances, regulations and procedures.

Perform mathematical calculations accurately and quickly.

Conduct moderately complex research and analysis.

Use a personal computer and a variety of software applications.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: One (1) year of responsible public contact experience in building, construction, plan check and/or code enforcement and/or fire prevention or fire operations.

Education: Equivalent to an Associate's degree from an accredited college or university in fire science, planning, or related field.

License or Certificate: Possession and maintenance of a valid California Class C Driver's License.

Fire Technician II

In addition to requirements for the Fire Technician I:

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of specialized software applications related to area of assignment such as training, fire prevention, disaster preparedness, and plan review.

California Fire Code, California Building Code and other applicable federal, state and local laws related to area of assignment.

City permit and plan check procedures, rules, regulations and guidelines.

Maps, construction plans and specifications.

Ability to:

Receive, review and process complex and difficult submittals.

Perform moderately complex analysis related to program elements.

Develop procedures and processes related to assigned program area.

Independently prepare correspondence and memorandums related to areas of assignment.

Understand and interpret technical documents related to areas of assignment.

Understand, interpret, and apply the basic provisions of the California Fire Code, California Building Code and other applicable federal, state and local laws related to area of assignment.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Two (2) years of responsible experience performing duties similar to that of a Fire Technician I with the City of Hayward.

Education: Equivalent to an Associate's degree from an accredited college or university in fire science, planning, or related field.

License or Certificate: Possession and maintenance of a valid California Class C Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, twist, turn, kneel, bend, squat and stoop in the performance of daily office activities; converse by telephone, email, in person, and to small or large groups and be clearly understood; read and comprehend technical and complex financial documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely lift, carry and maneuver office supplies and equipment, documents, or boxes of examination, training, or other financial related materials, weighing up to 35 pounds.

Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) Year

109CS12/113CS12

May 2012

APP GROUP: 16

FPPC STATUS: Designated

FLSA STATUS: Non-Exempt